



# PARKS & RECREATION

## EVENT / LIMITED SPECIAL USE PERMIT PACKET

Dear Park Event Applicant:

On behalf of the City of Maple Valley we would like to thank you for considering City of Maple Valley for your event. It is a goal of the Parks & Recreation Department to insure that all of our City Parks and Facilities remain beautiful and available for everyone to enjoy today and into the future. For this reason we require all large groups and special events to provide detailed information about their proposed activities. Our staff will then work with you to determine how to successfully coordinate your event while not adversely impacting the park or other users.

Enclosed you'll find an Event / Limited Special Use Permit Application which is needed if your proposed event is to be wholly contained inside a City Park or City Property/Right-of-way. If your event involves the use of a City Street, Right of Way or other properties outside a City Park you will also need to complete additional questionnaires appropriate for your type of event.

If more forms are required (see page 3), please completed them and return them for review 60 day prior to your event. . You must also attach copy of any Right-of-way, use of permits/agreements with any 3<sup>rd</sup> party property owner(s) (suck as King County for use of the Cider River tail).

Please return the completed application with a non-refundable \$100.00 application fee payable to the City of Maple Valley. If determined that your event does not require "special review" your application fee will be applied to your rental. If your event requires more than 1 form you will need to provide only one application fee. Please make sure you sign the application, we cannot process your request without the application fee, date and signature.

After an initial review of your application, you will be notified by phone or email of preliminary acceptance and given a timeline outlining the remaining review process. If a preliminary onsite event review is warranted you will be notified and a mutually convenient meeting time will be set during the City of Maple Valley Parks & Recreation's normal hours of operation.

**Upon fulfillment of the requirements indicated, and we are in receipt of all needed documents, insurance, permits and fees; the City of Maple Valley Parks & Recreation Department will issue a permit to hold your event.**

We look forward to working with you to ensure the success of your park event. In the meantime, if you have any questions, please contact the Parks & Recreation Office at 425.432-9953.

Sincerely,

City of Maple Valley  
Parks & Recreation Department

*The City of Maple Valley complies with ESSB 5967, effective July 26, 2009, that prohibits discrimination against any person in a community athletics program on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults. Third parties who contract with or receive facility leases or permits from the City of Maple Valley for a community athletic program are also prohibited from such discrimination. If you have questions or comments, contact Greg Brown at the City of Maple Valley, 22500 SE 248<sup>th</sup> St., Maple Valley, WA, [greg.brown@maplevalleywa.gov](mailto:greg.brown@maplevalleywa.gov) or 425-432-9953.*

### Mailing Address:

Maple Valley Parks & Recreation  
P.O. Box 320  
Maple Valley, Wa 98038

For information or questions please call 425.432-9953

E-mail : [parks@maplevalleywa.gov](mailto:parks@maplevalleywa.gov)



# PARKS & RECREATION

## EVENT / LIMITED SPECIAL USE PERMIT APPLICATION

Due on or before: \_\_\_\_\_

### PARK EVENT - NOTICE OF INTENT

• Non-Refundable Application Fee: \$100.00 • Other fees or permits may apply • Completed application must be signed and returned within 10 business days with \$100 to hold date. • Please allow 30 working days for City review.

Company/Organization: \_\_\_\_\_

Applicant/Main Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Event Information: Date(s): \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ Time/s: \_\_:\_\_ AM / PM to \_\_:\_\_ AM / PM

Set-up Date/Time: \_\_/\_\_/\_\_ starting at \_\_:\_\_ AM / PM Take down Date/Time: \_\_/\_\_/\_\_ ending at \_\_:\_\_ AM / PM

Estimated # of Attendees: \_\_\_\_\_ Estimated # of Vehicles: \_\_\_\_\_ Note: if you are expecting more than 70 vehicles you will need a full parking/traffic plan submitted to the city for review.

Facilities Requested: (check all that apply and Please include a map of the area(s) that you wish to use.)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Lake Wilderness Park  | <input type="checkbox"/> Take-a-Break Park | <input type="checkbox"/> Patrick's Field  |
| <input type="checkbox"/> Lake Wilderness Trail | <input type="checkbox"/> Large Group Area  | <input type="checkbox"/> Picnic Shelter/s |
| <input type="checkbox"/> Other: _____          |  |   |

Type of Activity (please describe, i.e., Run, Walk, Company/Church Function, Family/Class Reunion, Triathlon, Concert, etc.):

Do you plan on using any of the following items: (check all that apply)

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Inflatable Toy(s)  | <input type="checkbox"/> Public Address System <sup>+</sup> | <input type="checkbox"/> Amplified Music <sup>+</sup> | <input type="checkbox"/> Generator <sup>†</sup> |
| <input type="checkbox"/> BBQ's              | <input type="checkbox"/> City Water*                        | <input type="checkbox"/> City Electricity*            | <input type="checkbox"/> Picnic Tables*         |
| <input type="checkbox"/> Tent(s) Size _____ | <input type="checkbox"/> Tent Stake(s)                      | <input type="checkbox"/> Tethering Stake(s)           | <input type="checkbox"/> Other: _____           |

+Not-permitted between 10:00PM-7:00AM weekdays and 10:00PM-8:00AM weekends. †Sound muffling device required.

\*Additional fees may apply.

**City assistance requested? Please note any specific assistance you are requesting from the City, including special hook-ups to electricity and water, and/or use of City equipment and materials. These services (if approved) may require additional fees.**

### CANCELLATION POLICY

If the applicant cancels the event:

- Cancellations must be made at least 14 days in advance of reservation date to be eligible for a refund. Requests made for cancellations or rescheduling less than 14 days before the rental date will result in the loss of the entire rental fee. There is a \$30 administration fee for cancellations or rescheduling a rental date. Refunds are not issued because of inclement weather.

**If the City cancels your event:** Due to natural disaster or dangerous conditions to participants, you will receive a full refund or the event can be rescheduled to another date as available.

The following will occur at conclusion of the event:

- Debriefing Meeting/Site Inspection (if necessary)
- Final Event Payment Fee (If extra services are incurred)

The undersigned hereby certifies that the information set forth above is true and correct, and further that I have read all the policies and facility use requirements governing users of City facilities. Should it be determined that these rules or any applicable law/code be violated, I acknowledge that my rental/event may be terminated immediately (even midway through) with no refund or recourse.

Signature of Authorized Representative

Date



# PARKS & RECREATION

## SUPPLEMENTAL QUESTIONNAIRE FOR LIMITED SPECIAL USE PERMIT

Company/Organization: \_\_\_\_\_

Applicant/Main Contact: \_\_\_\_\_

*Please check the yes or no of items included in event:*

**Yes / No** Will there be Cooking/Food Preparation (if yes, please attach a copy of necessary Health Department Permit)

**Yes / No** Use of shoulder of the road/sidewalks?

**Yes / No** Use of lane of travel on Street/Highway/Other Road **within** City Limits (Right-of-way permit required, please attach)

**Yes / No** Use of lane of travel on Street/Highway/Other Road **outside** City Limits (Right-of-way permit required, please attach)

**Yes / No** Cedar River Trail (note, please attach permit from King County DNRP: 206-205-5275)

**King County requires a permit for any organized group that uses the trail.**

**Yes / No** Is there any water activity outside of the swimming area?

**For office use only:**

**Further Documentation Required? Yes / No**

- ☐ Detailed Map/Diagram(s) of your setup
- ☐ Generator/Inflatable Toy/Amplified Sound Questionnaire
- ☐ Safety Analysis (ICS Form 215A)
- ☐ Parade Supplemental Questionnaire
- ☐ Large Scale Athletic Event Supplemental Questionnaire, including: Basic Event Information, Transition/Fish Area, and
  - ☐ EAPs
  - ☐ Medial Plan
  - ☐ Run Course
  - ☐ Swim Course
  - ☐ Cycle Course
- ☐ Concert/Live Band Supplemental Questionnaire
- ☐ Parking/Traffic Plan
- ☐ Communications Plan
- ☐ Right-of-way Permit(s)
- ☐ Out of City Notification(s)/Non-City Special Use Permits
- ☐ Basic Incident Briefing Packet (ICS Form 201)
- ☐ Full Incident Action Plan Documentation (ICS Forms: 202, 203, 204, 205, 205A, 206, 207, 208, and related documentation as needed)
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### Routing Information:

☐ Public Works Department (Right of Way Permit) Reviewed by: \_\_\_\_\_ Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_

☐ Maple Valley Police (Public Safety Review) Reviewed by: \_\_\_\_\_ Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_

☐ Recreation Division (Water Safety Plan Review) Reviewed by: \_\_\_\_\_ Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_

☐ Fire Marshall (Fireworks, or Fire outside of established area) Reviewed by: \_\_\_\_\_ Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_

Notifications to:	<input type="checkbox"/> MVPD	<input type="checkbox"/> MV F&LS	<input type="checkbox"/> WSDOT	<input type="checkbox"/> KC Metro	<input type="checkbox"/> USPS
Date Completed:	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__

## **Youth Sports - Declaration of Compliance, Indemnification and Hold Harmless**

Whereas, \_\_\_\_\_(Name of Organization) (hereinafter "Organization"), a private non-profit entity, desires to comply with mandated policies for the management of concussions and head injuries as prescribed by EHB 1824, section 2, Chapter 475, Laws of 2009;

I hereby declare that our organization will ensure:

- 1) That all coaches (paid or volunteer) will be educated in the nature and risk of concussion or head injury prior to the first practice/competition involving athletes/participants under eighteen years of age who are involved in/registered for/participate in the Organization's youth program(s); and
- 2) That athletes/participants in the Organization and the parent(s)/guardian(s) of those athletes/participants have signed and returned to the Organization an information sheet relating to the nature and risk of concussion or head injury prior to those athletes/participants being allowed to participate in the Organization's youth program(s); and
- 3) That any athlete/participant who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition immediately, and not allowed to return to play until he/she has written clearance to return to play provided by a licensed health care provider.

\_\_\_\_\_ (Name of Organization) hereby agrees to indemnify and hold the City and its agents, employees, elected officials and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Organization's performance or failure to perform any aspect of this Agreement.

I am authorized to make this declaration and to sign this indemnification and hold harmless agreement on behalf of the Organization listed above<sup>1</sup>:

Print name \_\_\_\_\_

Title: \_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

\*Note: Access to City facilities will not be granted until all additional field requirements are completed and approved by Maple Valley Parks & Recreation. For details contact: 425-432-9953. Return this form to Maple Valley Parks & Recreation, P.O. Box 320, Maple Valley, WA 98038, FAX: 425-432-9974.

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<sup>1</sup> Signature must be obtained from an authorized officer of the nonprofit entity.

# Event Site Map

Please provide at least 45 days before for City Review:



## LIMITED SPECIAL USE PERMIT APPLICATION REQUIREMENTS

1. A Limited Special Use Permit is required for events of short duration, (less than one week) which will occur, either wholly or partially, on City properties and/or rights of way. Such events may include, but not limited to:
  - Parades
  - Street Fairs
  - Races/Runs
  - Marches
  - Block Parties
  - Processions
  - Demonstrations
  - Exhibitions
  - Organized Rallies
2. At least 45 days prior to the proposed event, applicant must submit a completed *Application for Event / Limited Special Use Permit* to the City. All of the information required by the application must be provided. To expedite the review process, the applicant may present proof of notification (see attached form) of the affected agencies listed below. If the applicant does not present proof of notification, City staff will notify the affected agencies by mail and allow at least 14 days for response from the affected agencies.
3. If the *Application for Limited Special Use Permit* is submitted less than 45 days in advance of the event, it will be the responsibility of the applicant to notify the following agencies at least three weeks prior to the event, and to submit a copy of the letter of notification with this application:
  - Metro Transit
  - King County Sheriff
  - King County Public works
  - Maple Valley Fire & Life Safety
  - WSDOT
  - Post Office
4. A \$100.00 application fee will be collected when the application is submitted. If determined that your event does not require “special review” your application fee will be applied to your rental. Additional inspection fees may also be charged based on time required by City staff to establish compliance with City of Maple Valley requirements for Limited Special Use Permits.
5. The applicant may request a waiver of the application fee. Such request shall contain an explanation of how such a waiver of fees would be in the best interest of the public’s health, safety and welfare. Requests for fee waiver will be reviewed by the City Manager.
6. The applicant shall secure and maintain a policy of general liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage. The City shall be named as an additional insured on this policy. The applicant must submit to the City a copy of the insurance policy declaration page as evidence of insurance coverage.
7. Subsequent to review and approval of the application by City staff, the applicant will be notified and a Limited Special Use Permit will be issued, valid only for the event described in the application.
8. It will be the responsibility of the applicant to post signage announcing road closure(s), as approved by the City of Maple Valley, at least one week prior to the event.
9. The City of Maple Valley Public Safety personnel reserve the right to establish and require minimum standards for the protection of the public through use of barricades, off-duty personnel, etc. Any appeals to these conditions may be addressed to the City Manager.

# General Procedures Statement

Special events that occur in Maple Valley impact the citizens of specific neighborhoods as well as adjacent neighborhoods and businesses. Many Maple Valley residents participate in these events, but most do not.

The City of Maple Valley has established procedures that allow for advance planning and management of personnel, financial resources and public property and roadways under its control. These procedures provide a system, common information, and basic ground rules, which allow the City and park event producers to achieve their mutual goals.

The City will review all requests and make a decision to permit the event based on the following criteria:

- Sponsorship (priority given to City of Maple Valley sponsored events).
- Event has local ties and/or interest.
- Number of events in a specific neighborhood.
- Overall impact on street access and closures.
- Consideration of day and date of event that might conflict with other activities
- Availability of City resources.
- History of an event.
- Acceptance by other affected agencies.

## Park Event Requirements

- **Pre Event Coordination** – provide and submit all necessary pre-event information and documentation including any communications with City staff and other affected agencies; and meet all event requirements and criteria in a timely manner. Meeting/Site Inspection, Event Site Layout & Map including set-up and take down plan.
- **Documentation of volunteer event staff** – provide information of organization or group providing volunteer services. This information needs to include the main contact's name, address and phone number, the number of volunteers expected to be at the event and where they will be stationed. Documentation must be received no later than 2 weeks prior to the event.
- **Transportation/Parking Plan** – provide written plan for handling event parking for participants and spectators, and show any documentation pertaining to arrangements made with any transportation agencies such as Metro Transit, Metro Access, Sound Transit, DOT and City of Maple Valley Public Works Department that may be impacted by traffic reroutes and/or delays due to street closures. Contact names and numbers must be provided to the City of Maple Valley. These agencies will be contacted at the conclusion of the event for evaluation purposes. Documentation must be received no later than 2 weeks prior to the event.
- **Impacts to residents/neighborhoods, businesses, Metro Transit, Metro Access, DOT, King County and other agencies** – provide proof of any communications, letters, flyers, signage, news releases or newspaper ads informing these parties of the event and any impacts (traffic volumes, parking, detours, delays, trail use, etc.) that may affect them. This communication should be completed 4 weeks prior to the event.
- **Traffic Control Plan** – provide detailed plan of traffic control with map showing placement of traffic monitors and public safety officers in critical areas. This plan needs to also include a plan with a site diagram of the event for emergency access routes and a plan to mitigate fire & emergency medical emergencies. You will need to apply for a right of way permit from the City of Maple Valley Public Works Department if using public streets for your event.

- **Water Safety Requirements** – Any water activities must be supervised by qualified individuals and adhere to all guidelines, industry stands, laws. A detailed description of water activity; a water safety plan, including certifications and training level of staff/volunteers, Emergency Action Plans, and map of area(s) of the lake you wish to use for the event must be submitted to the city for review and approval. Any program with participants not required to use PFDs (Personal Flotation Device must be certified for the type(s) of use by USCG) or staffed by Lifeguards within the City’s Guidelines. Open Water Certificated/Trained Lifeguards are required. Ask the Parks Office for more details.
- **Concert Requirements** – must provide a promotional CD or cassette music tape for screening; adhere to City Noise Ordinance and subject to post event evaluation.
- **Barricades, Traffic Control Devices, Portable Toilets, and Garbage Receptacles & Removal** – must provide documentation in the form of a work order or an invoice that the event organizer has arranged for this equipment needs/services. The City of Maple Valley does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.
- **Security and Crowd Control** – any City requirements for uniformed public safety officers City Staff and or Lifeguards will be determined by the City and must be arranged by the event organizer. The cost of these services is the responsibility of the event organizer.
- **American with Disabilities Act (ADA) Requirements** – The ADA requires the City of Maple Valley and public accommodations to provide equitable access for people with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; maintaining already designated parking and accessibility to restrooms for people with disabilities.
- **Insurance Requirement** – The applicant shall secure and maintain a policy of general liability insurance with combined single limits of liability no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate. The City shall be named as an additional insured on this policy. The applicant shall provide a certificate of insurance evidencing the required insurance before using the premises. Insurance is to be placed with issuers with a current A.M. Best rating of not less than A: VII (rating must be noted on certificate next to name of insurance company). A copy of the endorsement page naming the City as additional insured must also accompany the certificate. **Special Event Insurance** may be purchased through the City’s insurance provider.
- **Accompanying Permits**– Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process; i.e., King County Health Department, Parks & Recreation, electrical inspections through Labor & Industries, City Sign Permits, Right of Way Permits, etc. Additionally, other fees may be assessed; i.e., fire, aid, maintenance and/or police services. *All Park Event Use Permits shall be temporary and may be revoked for good cause.*
- **Restroom Facilities** – Adequate and accessible restroom facilities are often limited or not available at park event sites including park and recreation facilities. The recommendation for provision of toilets is one restroom for each sex for every 200 persons.

Number of Hours for Event										
	1	2	3	4	5	6	7	8	9	10
Number of People	Number of Portable Restrooms									
100 - 500	0	0	0	2	2	2	4	4	4	4
1,000	2	2	2	4	4	4	6	6	6	10
2,000	6	6	6	6	6	10	10	10	10	14
3,000	6	6	8	8	8	10	14	14	18	18
4,000	6	6	10	10	10	14	18	22	22	26
5,000	10	10	10	14	18	28	28	28	28	32



# PARK EVENT & LIMITED SPECIAL USE CONTACT LIST

his list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

Washington State Dept. of Transportation (DOT)  
Phone: 206-440-4471

Metro Transit Transportation - King County Special Events  
Office  
Phone: 206-684-2772

Metro Access  
Phone: 206-205-5000

Seattle/King County Health Department  
Phone: 206-296-4600

King County Parks & Recreation Scheduling Office  
(For permit to use Lake Wilderness Trail)  
Phone: 206-296-8687

Waste Management  
Phone: 206-682-9735

AABCO Barricade  
Phone: 1-800-559-6212

Headquarters (Portable Toilets)  
Contact: Melinda  
Phone: 360-289-4244

**Maple Valley Fire & Life Safety**  
425-432-0200

Event Insurance  
WCIA  
Contact: Tiffany Woods  
Phone: 206-575-6046, ext. 236

## *CITY OF MAPLE VALLEY CONTACT LIST*

**Parks & Recreation Department**  
Phone: 425-432-9953

**City of Maple Valley**  
Phone: 425-413-8800

Maple Valley Police  
Emergency: 911  
Non-Emergency: 425-413-5158

King County Sheriff Guild  
**(To hire off-duty Officer/Deputy(s) for Traffic/Security)**  
Phone: 206-957-0934 ext 1 (ask for Livia)